

July 24, 2013



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
ALARM SYSTEMS CONTRACTORS BOARD
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-1168
615.741.9771 FAX 615.532.2965
<http://regboards.tn.gov>

ELECTRONIC FINGERPRINT SUBMISSION **ATTENTION ALL APPLICANTS**

-Alarm Contractor Qualifying Agent and Alarm Employee Registration-

All applicants are requested to utilize electronic fingerprint submission. Applicants should submit payment for fingerprint processing directly to the provider. Attach a copy of the receipt for electronic fingerprint submission to the application.

Agency Name: Commerce and Insurance
Applicant Types: Alarm Employee Registration = Alarm Systems Contractor Applicant
Alarm Qualifying Agent = Alarm Systems Contractor Licensee
Agency ORI #: TN920140Z

Option (1): L-1 Identity Solutions (MorphoTrust USA)

(Electronically scanned fingerprint submissions)

MorphoTrust USA will scan and transmit your fingerprints to the TBI and FBI. You should make an appointment with MorphoTrust USA. MorphoTrust USA will transmit the applicant's fingerprints to the TBI and FBI for processing, and the report will be received by this office. **You will submit payment for fingerprint processing directly to MorphoTrust USA.**

Applicants must take approved identification documents to the appointment with MorphoTrust USA. Please refer to the list of acceptable identification at www.L1enrollment.com

Online Scheduling:

- www.L1enrollment.com
- Click on the Tennessee map.
- You will enter your applicant information as prompted online.
- Enter required information.

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)

- If you do not have access to the internet you may call **855-226-2937** (toll-free).
- Operators will collect required information and schedule your appointment.

Option (2): Out of state applicants: We encourage out of state applicants to utilize electronic fingerprinting. Please follow the instructions for MorphoTrust USA (L-1 Enrollment) Tennessee Card Scan Processing Procedures. Prints may be submitted electronically by following the instructions for L-1 Tennessee Card Scan Processing Procedures "Pay for Ink Card Submissions". You will submit payment for fingerprint processing directly to L-1. Instructions can be found at www.L1enrollment.com. You must use standard FBI applicant cards (FD-258) and you must have the correct ORI, agency and applicant information. Contact this office to request fingerprint cards that can be used to send directly to L-1 for processing.

Should you choose to submit print cards for this office to process with your application, the required processing fee is sixty dollars (\$60.00) per applicant.